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ABSTRACT

Presented in this document is the salary program for 1973-74 of Highline Community College in Midway, Washington. Included in the program are the following sections: objectives, placement, general provisions, appeals and exceptions, advancement, appraisal, eligibility for placement, salary schedule, position stipends, benefits program, and leaves of absence. (PG)

ED 086146

Highline Community College
Washington NEA
2 year

Salary Program 1973-1974

Highline Community College

Midway, Washington, 98031

9000 Salary Program

9010 Objectives

1. To attract and hold the highly qualified educator.
2. To provide comparable pay for comparable preparation, experience, and performance as professional educators.
3. To encourage all staff members to improve their professional preparation, skills, and performance for the benefit of the students, the College, the profession and the community.
4. To combine flexibility, simplicity and ease of administration.

9020 Summary Introduction

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
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Certified employees at Highline College, other than administrative personnel, are paid according to this salary schedule. It is the responsibility of the employee to provide the College Personnel Office with the evidence required for placement on the salary schedule.

New employees are originally placed in the schedule (see 9061) at a position in a column as determined by the "Description of Eligibility for Placement" (see 9050). No adjustments can be made in salary schedule placement after the second payroll accumulation (October 15) except to correct errors made by the College.

Following original placement, vertical movement within a column is one step downward per year, except that by Board action persons not performing satisfactory service may have such increment withheld.

An instructor may move laterally from column to column by meeting two requirements: (1) Qualifying for the next column to the right under the criteria listed in "Description of Eligibility for Placement" and (2) Evaluation and recommendation by the Appraisal Committee, the College President, and approval of the Board.

9030 Original Placement

Recommendation of a Division Chairman, a Dean, and the President will initiate Board action to employ faculty and place employees on this schedule.

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9031 General Provisions

In determining "Relevant Experience" the following will be added, to the nearest whole number.

a. 1/2 of the number of years of employment outside education but directly related to the teaching assignment

b. 1/3 of the number of years of elementary school teaching

c. 1/2 of the number of years of secondary school teaching

d. 1/2 of the number of years of Teaching Assistant experience in an instructional capacity equated on a full faculty load basis

e. the number of years of college teaching

For original placement, applicable college quarter hours of credit must be relevant to the subject being taught, completed with a passing grade, at an acceptable level and institution.

The requirement of one year of relevant experience at Highline College, as specified under Description of Eligibility in Placement (section 9050), may be waived for new employees when, in the judgment of the President, this is in the best interest of the College.

9032 Occupational/Vocational

For initial placement of occupational-vocational instructors, the following criteria will be used:

a. 4 years of apprenticeship (where applicable) and 2 years of journeyman experience are considered equivalent to the Bachelor's degree

b. 4 years of apprenticeship (where applicable) and 5 years of journeyman experience are considered equivalent to the Master's degree

c. 10 clock hours of formal instruction are considered to be equal to 1 credit hour where the instruction is applicable to the proposed position at Highline Community College

9033 Appeals and Exceptions

Appeals and exceptions to the above may be taken to the Personnel Committee for determination and recommendation.

Any original placement which is exceptional because of supply and demand will be in terms of vertical movement within a column. Such placement will be by express approval of the Board.

9040 Advancement

9041 Guidelines

Movement within a column is dependent upon completion of a year of satisfactory teaching.

Advancement from column to column is dependent upon the instructor's meeting the minimum qualifications of the higher column, as set forth in section 9050. In addition, the recommendation of the Appraisal Committee, and of the administration, and the approval of the Board are also required. The recommendation and approval will be based upon consideration of the following criteria:

a. Teaching effectiveness -- the first and most important
b. Professional growth and productivity
c. Contributions to the College
d. Contributions to the community

These achievements may be distributed in several areas, or may be in depth in a single area.

Credit hours submitted in support of column advancement must be, in the judgment of the Appraisal Committee, relevant to the professional assignment of the instructor.

Faculty members advancing from column to column will remain on the same salary step for the year of advancement.

9042 Procedures

Advancement to another column may be initiated by (1) the division head, or (2) the individual concerned.

Recommendations for advancement will be referred to the Appraisal Committee, which shall make recommendations of advancement or rejection to the President. The President will review the Committee's findings and make final recommendations to the Board.

Applications which are not approved will be reconsidered only the following year. The Committee and/or the Administration will submit a written statement of its reasons for disapproval to the applicant.

9043 Appraisal Committee

The Appraisal Committee shall be composed of five members, three elected from the faculty, excluding administrative officers and division chairmen. The fourth member of the committee shall be the applicant's Division Chairman. The fifth member shall be selected by the applicant, preferably from the same department as the applicant.

A member and an alternate shall be elected at the beginning of each fall quarter on separate ballots. Nominations shall be from the floor, only members of instructional divisions not represented by holdover members being eligible. The person elected member shall serve for a two-year term. The person elected as alternate shall serve a one-year term as alternate and a one-year term as member.

The alternate will serve on the committee if:

a. A committee member is being considered for promotion
b. A division chairman is being considered for promotion

Decisions for advancement shall be reached by a vote of no less than four votes in favor of the advancement.

In order to assure that merit in service at Highline Community College is the primary consideration in recommendations for advancement, the financial impact of column advancement of certificated personnel shall be limited to not more than 0.6 percent of the negotiated certificated salary total for the year prior to the effective date of the proposed advancements.

9050 Description of Eligibility for Placement

COLUMN A	COLUMN B	COLUMN C	COLUMN D	COLUMN E
BA or equivalent.	BA or equal plus 30 hrs. of training & 2 yrs. of relevant experience; OR MA or equal; OR BA + 90 hrs. of training.	BA or equal plus 45 hrs. of training & 4 yrs. of relevant experience, 1 of which shall be at Highline; OR BA or equal plus 45 hrs. of training including the MA & 2 yrs. of relevant experience, 1 of which shall be at Highline; OR BA or equal plus 135 hrs. of training including the MA; OR Ph.D. or equal.*	BA or equal plus 45 hrs. of training, 8 yrs. of relevant experience, 1 of which shall be at Highline, & a significant contribution; OR BA or equal plus 90 hrs. of training & 8 yrs. of relevant experience, 2 of which shall be at Highline; OR BA or equal plus 90 hrs. of training including the MA & 6 yrs. of relevant experience, 1 of which shall be at Highline; OR Ph.D. or equal* plus 4 yrs. of relevant experience, 1 of which shall be at Highline.	BA or equal plus 90 hrs. of training & 12 yrs. of relevant experience, 3 yrs. of which shall be at Highline, & a significant contribution; OR BA or equal plus 135 hrs. of training including the MA & 10 yrs. of relevant experience, 3 yrs. of which shall be at Highline; OR Ph.D. or equal* plus 8 yrs. of relevant experience, 2 yrs. of which shall be at Highline.

Note: Hours of training listed above refer to applicable college quarter hours of credit completed with a passing grade, at an acceptable level and institution. These credit hours must be relevant to the individual's college responsibilities.

* Equivalent: A degree requiring a minimum of three years of study beyond the baccalaureate degree.

Where in the opinion of the Appraisal Committee academic degree requirements are not relevant, service to the College according to the following schedule may be substituted for the above:

From A to B: 2 years in A at Highline.
From B to C: 4 years at Highline, 2 of which are in B, or 3 years in B at Highline.
From C to D: 5 years at Highline, 3 of which are in C, or 4 years in C at Highline.
From D to E: 6 years at Highline, 4 of which are in D, or 5 years in D at Highline.

9061 Salary Schedule 1973-74

Salary Steps	A	B	C	D	E
0	8,656	9,370			
1	9,013	9,727			
2	9,370	10,084	10,798		
3	9,727	10,441	11,155		
4	10,084	10,798	11,512	12,226	
5	10,441	11,155	11,869	12,583	
6	10,798	11,512	12,226	12,940	
7	11,155	11,869	12,583	13,297	
8	11,512	12,226	12,940	13,654	14,368
9	11,869	12,583	13,297	14,011	14,725
10		12,940	13,654	14,368	15,082
11		13,297 *	14,011	14,725	15,439
12		13,654 *	14,368	15,082	15,796
13				15,439	16,153
14				15,796	16,510
15				16,153	16,867
16					17,224
17					17,581
18					17,938
19					18,295

* Steps 11-12 Column B granted only upon recommendation of the President.

Column A (initial placement). One additional experience step for 67½ quarter hours beyond the BA. (see section 9050 for details)

9062 Position Stipends

Position	Stipend
Division Chairman	0.10x(D-12)
Asst. Division Chairman	0.065x(D-12)
* Music	0.05x(D-12)
* Drama	0.02x(D-12)
* Coaching:	
Basketball	0.10x(D-12)
Asst. Basketball	0.05x(D-12)
Track	0.08x(D-12)
Asst. Track	0.04x(D-12)
Cross-Country	0.05x(D-12)
Tennis	0.045x(D-12)
Wrestling	0.07x(D-12)
Swimming	0.05x(D-12)
Asst. Swimming	0.025x(D-12)
Intramural	0.01x(D-12)
Golf	0.05x(D-12)
Coordinators:	
Pool	0.07x(D-12)
Other	0.036x(D-12)

* Additional stipends may be added when approved and funded by the Student Services Budget.

9063 Military Service Stipend

Instructors initially hired for, or subsequent to, the 1973-74 college year may be entitled to additional credit for military service between December 7, 1941, and June 30, 1947, or between June 27, 1950, and January 31, 1955, or between August 4, 1964, and January 27, 1973, under the following circumstances:

1. The college program or professional career of the individual must have been interrupted by the military service.
2. A minimum of two years service must have been served.
3. The military service was not considered in determining the individual's nominal placement.
4. Allowance for military service will be limited to one salary experience step on salary schedule from nominal placement. Such allowance cannot extend the maximum column salary.

Instructors who received military stipends for 1972-73 or who were declared eligible by the Personnel Office prior to June 1, 1973, shall continue to receive the stipend subject to the following:

1. The amount of the stipend shall remain fixed.
2. The stipend shall not extend the maximum salary of the column in which the individual was placed for the 1972-73 college year.
3. The stipend shall no longer be awarded if the individual advances from one salary column to another.

9064 Doctorate Stipend

Instructors hired for, or subsequent to, the 1973-74 college year shall receive no doctoral stipend.

Instructors who received a doctoral stipend for 1972-73 shall continue to receive the stipend subject to the following:

1. The amount of the stipend shall remain $550.
2. The stipend shall not extend the maximum salary of the column in which the individual was placed for the 1972-73 college year.
3. The stipend shall no longer be awarded if the individual advances from one column to another.

After June 1, 1973 a full-time tenured faculty member who earns a doctoral degree while employed at Highline Community College shall be awarded a one-time honorarium in the amount of $500 payable within one academic year from the date the degree was earned. If said degree be earned during pretenure probationary period, honorarium shall be awarded upon granting of tenure.

9065 Part-time Faculty Salary Schedule 1973-74

The salary schedule for part-time faculty will be developed through further discussions involving the guidelines from the State Board for Community College Education and the proposal from Highline College Education Association.

9066 Summer School Salaries 1973-74

The 1973 summer salaries will be determined as they have been for past summers. Consideration and discussions on 1974 summer school salaries will begin during Fall quarter, 1973. A recommendation should be made by the end of Winter quarter, 1974.

9070 Departure From Salary Schedules

The Board, at its discretion, may depart from the salary schedule for special purposes.

9100 Salary Payment

9110 Mode of Payment

One-twelfth of the annual salary is paid on or before the fifth of each month, in accordance with a statute enacted by the 1965 Legislature, except that pay for June, July, and August will be paid on or before the fifth of July.

9120 Termination Payment

Should an individual's agreement be terminated by mutual consent during the school term, the teacher shall receive a total salary which shall be in proportion to the number of days worked as compared with the total number of faculty work days in the academic year.

9130 Evidence for Schedule Placement

It is the responsibility of the employee to provide the College Personnel Office with the evidence required for earned changes in placement on the Salary Schedule.

9140 Adjustments Deadline

No adjustments will be made in salary schedule placement after the second payroll accumulation (October 15) of each academic year, except to correct errors made by the College.

9150 Methods of Deductions

Deductions from pay checks are made either because of statute or regulation or because of expressed decision by the individual concerned. All such deductions are machine-processed in Olympia and they are identified on the paycheck stub. Questions about such deductions will be answered by the Payroll Office.

9200 Substitute's Pay

The current practice of handling substitute's pay should be continued for 1973-74. The President will appoint a committee to study the problems relating to substitutions by full-time faculty, reporting of absences, and reimbursement. The committee will make its recommendations to the administration and HCEA by December 1, 1973.

9300 Benefits Programs

9301 Insurance

Information about the various insurance plans available may be obtained from the president of HCEA or from the Personnel Office.

The College will contribute 100 percent of the premium for any approved plan to a maximum allowable College contribution of $20 per month.

All employees who are regularly employed and for whom the College is providing all benefits are eligible.

The approved plan of coverage for the College is composed of five types of coverage in two plans (Plan I and Plan II) which may be chosen individually or collectively. Plan I also may be chosen in conjunction with the "Group Health" medical benefits program.

> Plan I includes term life insurance equal to one times an employee's annual salary to the nearest thousand dollars; accidental death and dismemberment insurance, and long-term liability insurance.
>
> Plan II includes basic medical benefits and major medical benefits. An employee may choose to insure under Group Health rather than Plan II.

The Personnel Office has information about rates, benefits, payroll deduction procedures, and other information about the insurance programs.

If feasible, two additional insurance options are to be available for faculty effective fall, 1973: a dental plan and an optional plan to extend the current coverage. To minimize the cost to the College, these options should be handled through the same broke · as other plans.

9302 Credit Union

Information about the Washington State Employee's Credit Union may be obtained from the Personnel Office or the Business Office, Payroll Department.

9303 Tax Deferred Annuity

Two tax deferred annuity plans (WEA and TIAA/CREF) are available to faculty appointed to authorized positions. Information about these plans may be obtained in the Office of the Director of Personnel.

9400 Instructional Improvement Fund

At least one-half of one percent (.005) of the total certificated instructional salary budget will be budgeted for projects designed to improve the quality of education available at Highline Community College. The fund will be used for faculty improvement, educational experimentation, and summer support for programs proposed by individual faculty members, recommended by divisional action and approved by a division chairman and a Dean or assistant.

In considering applications for instructional improvement projects, priority shall be given to:

Activities directly concerned with programs at Highline College, planned with College officials, and/or activities directly concerned with an assigned teaching field.

The applicant shall be kept informed of all opinions about his request and will explicitly receive copies of all communications in regard to his application that are forwarded to the President from any instructor, chairman, committee, or Dean.

In recognition of the financial condition of the College, it is recommended these funds not be budgeted for 1973-74 college year.

9500 Leave

9501 Reporting

In case of his own absence during any of the days included in the official calendar, the instructor should call his Division Chairman or appropriate administrator as early as possible so that suitable arrangements may be made for his responsibilities and/or for the instruction of his students. Upon his return, the instructor will report to his Division Chairman or appropriate administrator and assist him in completing the Report of Absence form. The Division Chairman will forward the Report of Absence form to the office of the Vice President/Dean of Instruction. This form will be sent to the Payroll Office via the Personnel Office.

9502 Basis of Deductions

For calculating salary deductions in cases of unauthorized leaves, termination of contracts, and similar situations, a day's pay shall be considered as a pro-rata share of the individual's annual contract salary, usually 1/170th or one part of the total contracted days.

In cases where the faculty member is deducted the cost of the substitute's salary, the amount of the deduction shall be determined by actual cost of salary and benefits paid by the College for the replacement.

9503 Forms

9503.1 Report of Absence

A Report of Absence form, more appropriate for reporting faculty absences, will be developed and distributed by the Office of the Vice President/Dean of Instruction prior to fall quarter, 1973.

Absences will be reported as one of the following:

1. Illness (charge to be made against sick leave).
2. Bereavement (up to 5 days--see section 9513, charge to be made against sick leave).
3. Personal (payroll deduction made to cover absence).
4. Emergency (approved by appropriate administrators, charge to be made against sick leave).
5. Vacation (applicable only to those not on faculty salary schedule or faculty contract).
6. Other (required description).

When deductions for substitutes are to be made, the name of the substitute is to be included on the report.

Any official travel or absence authorized and approved prior to the absence is not reported on these forms, but on appropriate Prior Approval and Class Coverage forms.

9510 Sick Leave

9511 General Provisions

Each regularly employed full-time faculty member shall be allowed a credit of 5 days per each regular quarter during which no deductions shall be made, such absences in excess of 5 days in any one year must be supported by a doctor's certificate. Unused sick leave allowance in any year is cumulative up to a total of 180 days.

1. For absences due to illness beyond accumulated sick leave, a faculty member will be paid the difference between his contracted salary and the salary and benefits of a substitute, provided that his illness confines him. Such differential pay may be continued to the extent of one month per year of service within the Highline School District prior to July, 1967, and in Community College District 9 subsequent to that time but not to exceed the current contractual period.

2. Serious illness of spouse or children during which the faculty member's assistance is required may be reported as sick leave.

Appointments, examinations, and routine health check-up, etc., are not considered personal illness.

Each certified employee shall receive a quarterly report showing his accumulated sick leave. The report will be supplied no later than two weeks after the conclusion of the quarter.

9512 Related to Pregnancy

Illness related to pregnancy is considered the same as any other illness with respect to sick leave. In addition, a 10-day post-natal absence is allowable as leave provided the faculty member has accumulated that number of days of sick leave. It is strongly recommended that the faculty member make full use of this 10-day period.

9513 Related to Death in Family

No deduction shall be made for substitute's pay for absences not exceeding 5 days (bereavement leave) caused by death in the immediate family or parents of spouse. Immediate family is defined as including mother, father, son, daughter, wife, husband, brother, or sister.

In the event of death of other relatives, a deduction in the amount of substitute's pay shall be made from the faculty member's salary. Such absences shall not exceed 3 days. Other immediate relatives shall be defined as including aunts, uncles, grandparents, and persons who are permanent members of the household at the time of their death.

9514 Related to Emergency

Leave may be used for emergency situations as authorized by RCW 28B.50.551. The use of leave under this provision shall be subject to the following:

1. Leave may be permitted for matters which, if not cared for at the appropriate time, would result in injurious hardship for the individual.

2. The burden of proof that an emergency existed which required the individual's attention rests with the person taking leave. Appeals may be taken to the Personnel Committee for determination and recommendation.

3. If possible, prior approval should be obtained from the appropriate division chairman or administrative head and the Vice President.

Approval for emergency leave is given by the appropriate division chairman and the Vice President.

9520 Educational Leave

Leaves of absence for educational and professional purposes may be granted for one or more quarters of the regular contract year on the basis of one quarter of leave, to a maximum of three, for every six quarters of teaching or other professional service to the College. Credit for subsequent leave is not earned during leave nor are quarters earned prior to a full year's leave applicable to subsequent leave.

9520 Educational Leave (continued)

Pay during such leaves shall be at the rate of two-thirds of the individual's basic contract pay.

It shall be a condition of such leave agreements that the persons must agree to return to the College for service upon completion of the leaves and shall serve for a period of two quarters for each quarter of leave, or shall return all prorated leave pay to the College. The time allowed for repayment shall be equal to twice the number of quarters on leave.

The total educational leave shall not exceed two percent of the number of full-time certified staff calculated on a quarterly basis.

Leave pay is subject to approval by the Board on the recommendation of the President.

Application for educational leave will be developed with and submitted to the Division Chairman, reviewed by the members of the division and submitted to the Vice-President through the appropriate Dean accompanied by written recommendations from the Division and the Dean.

The applicant shall be kept informed of all opinions about his request and will explicitly receive copies of all communications in regard to his application that are forwarded to the Vice-President from any instuctor, chairman, committee, or Dean.

In considering applications for educational leave, priority shall be given as follows:

1. Work or study directly concerned with programs at Highline College, planned with college officials, and/or work or study in a formal program directly concerned with the assigned teaching field or area of administration.

2. Other work or study resulting in professional improvement of the College staff.

3. Length of service to the College.

9530 Leave of Absence

A leave of absence without pay may be granted for a maximum of three quarters to a faculty member for study, travel, or for personal or health reasons. Such leaves are granted by the Trustees on the recommendation of the President.

A person maintains, but does not advance, his position on the salary schedule while on leave.

In considering requests for leave of absence, the following are among the factors considered:

9530 Leave of Absence (continued)

1. Reasons for leave
2. Length of service to the College
3. Instructional area or assignment
4. Availability of suitable replacement
5. Probable staff expansion at the time of return
6. Total number of faculty on leave

9540 Jury Duty Leave

A faculty member may be granted a leave for jury duty and witness duty when subpoened. In such instances the fees paid for such duty shall be endorsed to the College by the faculty member.

9600 Faculty Travel

Funds will be budgeted for the expenses of professional staff in attending professional meetings and conferences. The amount to be budgeted for this purpose will be equal to $40.00 times the number of authorized full-time certificated positions.

In the event of unusual state-wide budgetary conditions or restrictions, the College professional staff will adjust plans for attending meetings, etc., accordingly. It is recommended these funds not be budgeted for the 1973-74 college year.

9700 Tuition Waiver for Staff and Immediate Family

A formal Attorney General's opinion on granting tuition reductions and/or waivers to community college faculty and staff is currently pending. Should this opinion imply that SBCCE or local Boards of Trustees have the legal authority to grant such reductions and/or waivers, further consideration and discussion of implementing such a program for 1973-74 will be undertaken.